

# Application Land Disturbance Permit

## GENERAL INSTRUCTIONS

An applicant for a land disturbance plan review must file with the Planning Board a completed application package, in accordance with the requirements of the Stormwater Management and Erosion Control Bylaw and Regulations. Timelines concerning the review process will not begin until the Planning Board has determined that the application is complete and decisions from other Boards and Commissions have been concluded.

1. Any application not accompanied by the appropriate fee shall be deemed incomplete. Payment must be made to the Town of Tewksbury in cash, money order, bank or certified check payable to the Town of Tewksbury.
2. An Applicant's failure to pay any additional review or inspection fee within five business days of receipt of the notice that further fees are required shall be grounds for disapproval.
3. The Applicant will publish the public notice. The applicant is responsible for sending a butter notification, by certified mail-return receipt requested. Copies of the certified mail receipts must be submitted to the Planning Board for verification prior to the Public Review. The applicant shall pay all costs associated with the publication and notification requirements.

Professional review fees include engineering review, legal review, and clerical fees associated with the public review and permit processing. A fee estimate may be provided by the Planning Board's consultant. The applicant may be required to establish an escrow account with the Town to cover the review fees. If the escrow account becomes depleted, the applicant will be required to renew the escrow account in order to continue the review of the application.

Applicant's Name \_\_\_\_\_  
Applicant's Address \_\_\_\_\_  
Applicant's Phone \_\_\_\_\_  
Owners' Names(s) \_\_\_\_\_  
Owners' Address \_\_\_\_\_  
Owner's Phone \_\_\_\_\_

The Land Disturbance involves property where owner's title to the land is derived under deed from \_\_\_\_\_, dated \_\_\_\_\_, and recorded in the Middlesex North Registry of Deeds, Book \_\_\_\_\_, Page \_\_\_\_\_, or Land Court Certificate of Title No \_\_\_\_\_, Registered in \_\_\_\_\_ District, Book \_\_\_\_\_, Page \_\_\_\_\_. The project is located on the parcel shown on Assessors Map \_\_\_\_\_, Parcel \_\_\_\_\_. Project street address \_\_\_\_\_

Give a brief summary of the nature of the project. (attachment is acceptable)

The property (building) is described as being located at \_\_\_\_\_;  
It is currently used as \_\_\_\_\_,

The changes proposed are \_\_\_\_\_

Planned start date: \_\_\_\_\_, Planned completion date: \_\_\_\_\_

Total area to be disturbed? \_\_\_\_\_ square feet..

Total area of the site (lot) \_\_\_\_\_ square feet

Will there be disturbance of any slope greater than 15%? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, give the area of the slope disturbance. \_\_\_\_\_ square feet.

Please list other narratives and plans (graphics) submitted with this application.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

Attach application fee and supporting documents.

### **Certification**

I, the undersigned, hereby certify that I have read and understand the requirements and conditions of the Town of Tewksbury Stormwater Management and Erosion Control Bylaw and Regulations and that the information included in the application materials is accurate and truthful to the best of my knowledge.  
(sign and print name and date)

Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name \_\_\_\_\_  
(please print)

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_  
(please print)

### **Application Fee Schedule**

The following fee schedules are minimum fees. The Planning Board may require higher fees if deemed necessary for proper review of an application or to ensure compliance.

Lot Area	Application Fee
Less Than 3 Acres	\$ 100
3 to 10 Acres	\$ 200
Greater than 10 Acres	\$ 500
Resubmittal/Amendment Filing Fee	\$ 50
GIS Surcharge	\$20